

DWORSHAK FISHERIES COMPLEX VOLUNTEER JOB DESCRIPTION

Job Title: Photo Library Assistant

Location: Dworshak National Fish Hatchery

Duties and Responsibilities: The Photo Library Assistant (LA) works to organize, catalog, and scan photos and slides from the Hatchery archives, making the photo library easy to use and facilitating photo retrieval for use in publications, the website, and other promotional materials. The Photo LA sorts photos by event and year, labels photos and catalogs them into albums; labels and organizes slides based on subject and date; scans slides and photos to be saved on CDs; and compiles existing digital photo archive into subject-based CDs. The Photo LA is responsible for recording work hours in the volunteer time log. Work will be indoors and mostly sedentary.

Qualifications and Skills: Experience with and/or interest in photo organization, library science or local history. Good organizational skills. Experience working with digital photos, computers and scanning equipment desired, but not required. Ability and willingness to work with hatchery staff.

Time Commitment: Length of commitment and weekly schedule is flexible; can accommodate the volunteer's personal schedule. Minimum commitment is 2 hours a week for one month. Project will start whenever a volunteer is available. **It is the volunteer's responsibility to inform the supervisor if unable to work on a scheduled day. Call 476-4591 after 7:30am and before you are scheduled to arrive.**

Uniforms: A shirt or smock is provided by the hatchery. These items are to be worn when working; the Photo LA should otherwise dress as appropriate for office work.

Other Information: Accessible parking is available in designated spaces in front of the main building; general parallel parking is available next to the lawn. Vending machines, restrooms, water fountain and coffee (for a small fee) are located in the staff area. Refrigerator and microwave are also available in the downstairs breakroom. Smoking is not allowed indoors.

Supervision: Provided directly by the Information/Education Assistant, Megan Johnson and/or the Information/Education Specialist, Susan Sawyer. Concerns relating specifically to the volunteer program may also be addressed to the Information/Education Assistant, Megan Johnson.